WSP Fingerprinting Process

243.1 PURPOSE

This policy has been created and implemented to comply with Washington State Patrol compliance requirements.

243.2 FINGERPRINTING PROCESS

Process

Fingerprints, with the Originating Agency Identifier (ORI) and reason added, shall be submitted to the Washington State Patrol (WSP) for processing and forwarding to the Federal Bureau of Investigation (FBI).

Fingerprints will be submitted either on paper fingerprint cards provided to Thurston County Sheriff's Office by the WSP, or via the LiveScan Machine at the 2000 Lakeridge Drive SW, Olympia, WA. Individuals that live out of the area may have their fingerprints taken at any law enforcement agency, but the cards must be properly identified and labeled appropriately (see examples below):

Fingerprint cards submitted for Criminal Justice Applicant purposes shall have the Thurston County Corrections Facility ORI number, WA034013C, and the reason for fingerprinting will be CJA.

Results

WSP will deliver the Criminal History Record Information (CHRI) results from the fingerprints to the WATCH Web Portal account on file with the WSP. The employee making the determination shall review the results, make the determination, and immediately delete any 'no-record; responses. Positive CHRI responses may be saved in the same password-protected and encrypted state it was received from WSP until the Right to Review and Challenge (Section 3) period has expired or the applicant indicates they do not wish to challenge.

The CHRI results shall not be saved on any external device or to another location on the agency's network and shall not be printed.

Any computers used to access the CHRI responses via email are subject to the Media Disposal policies required by the CJIS Security Policy (See Agency Wide Protocol for Media Disposal).

Right to Review and Challenge Results

All applicants will be provided a copy of the Non-criminal Justice Applicant's Privacy Rights document and the Privacy Act Statement document prior to being fingerprinted. Applicants may request a copy of their state and federal CHRI response in writing from the agency who conducted the background check. The written request to review and challenge shall be retained for one year.

Thurston County Corrections Facility will allow reasonable time for an applicant to request this information. Otherwise, the CHRI shall be destroyed when it is no longer needed.

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Applicants who wish to challenge their Washington State criminal history record will need to contact the Washington State Patrol (WSP) at 360-534-2000 or email crimhis@wsp.wa.gov

Applicants who wish to challenge their FBI criminal history record will need to contact the FBI using the information provided on the document.

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